



सत्यमेव जयते

# The Gujarat Government Gazette

PUBLISHED BY AUTHORITY

Vol. LXII]

THURSDAY, NOVEMBER 04, 2021 / KARTIKA 13, 1943

[ No. 44

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

## PART IV-A

**Rules and Orders (Other than those published in Parts I, I-A, and I-L) made  
by the Government of Gujarat under the Central Acts**

### SCIENCE AND TECHNOLOGY DEPARTMENT

#### NOTIFICATION

Sachivalaya, Gandhinagar, 7<sup>th</sup> October, 2021

#### CONSTITUTION OF INDIA.

**No: GST/1/2021/DIT/10/2015/ICT OFFICER/IT :-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules further to amend the Information and Communication Technology Officer, Class II, in the General State Service, under the Directorate of Information and Communication Technology and e-Governance, Recruitment Rules, 2016, namely:-

1. These rules may be called the Information and Communication Technology Officer, Class II, Recruitment (Amendment) Rules, 2021.
2. In the Information and Communication Technology Officer, Class II, in the General State Service, under the Directorate of Information and Communication Technology and e-Governance, Recruitment Rules, 2016 (herein after referred to as “the said rules”), in rule 3, -
  - (A) (i) in clause (b) after the words “Computer Technology or” the words “Information and Communication Technology or” shall be inserted.
  - (ii) For clause (c) the following shall be substituted namely;

“(c) and have about two years combined or separate experience, excluding teaching experience, in the field of Computer Technology or Communication Technology or Information Technology or Information and Communication Technology in-

    - (1) One or more organizations of Government, or
    - (2) One or more Municipal Corporations, or
    - (3) One or more organizations of Government undertaking Boards, or
    - (4) One or more organizations of Government undertaking Corporations, or
    - (5) One or more Companies, which are established under the Companies Act, 1956 or the Companies Act 2013, and out of which half the experience has been in a company or companies which is CMM (Capability Maturity Model) Appraised or is ISO certified or listed in any of the stock exchanges in the world or which is a member of NASSCOM (National Association of Software and Service

- Companies) or member of Electronics Industries Association of India (ELCINA) or member of India Cellular and Electronics Association (ICEA) or member of India Electronics and Semiconductor Association (IESA) or having paid up capital of at least Rs.1.00 Crore, or
- (6) Combination of above experiences
- Provided that if part of the experience comes from companies, then minimum half of such companies experience should be from companies which is CMM (Capability Maturity Model) Appraised or is ISO certified or listed in any of the stock exchanges in the world or which is a member of NASSCOM (National Association of Software and Service Companies) or member of Electronics Industries Association of India (ELCINA) or member of India Cellular and Electronics Association (ICEA) or member of India Electronics and Semiconductor Association (IESA) or having paid up capital of at least Rs.1.00 Crore.”.

(B) sub-rule (d) shall be deleted.

3. In the said rules, rule 6 shall be deleted.

By order and in the name of the Governor of Gujarat,

**TARANG ANDHARIA,**  
Under Secretary to Government.

## SPORTS, YOUTH AND CULTURAL ACTIVITIES DEPARTMENT

### NOTIFICATION

Sachivalaya, Gandhinagar, 11<sup>th</sup> October, 2021

### CONSTITUTION OF INDIA.

**No: GYC/04/2021/BNK/102018/97/F :-** In exercise of the powers conferred by the proviso to the article 309 of the Constitution of India and in Supersession of all the rules made in this behalf, the Governor of Gujarat hereby makes the following rules to provide for regulating the conditions of service of persons appointed to the post of Translator/Research Assistant, Class III, in subordinate service of the Directorate of Languages, in so far as they relate to their passing of the Departmental Examination to be eligible for promotion to the post of Supervisor, Class III, in subordinate service of the Directorate of Languages, namely:-

#### 1. Short title, commencement and extent.-

- (1) These rules may be called the Supervisor (Translation Section), Class III (In the office of the Directorate of Language) (Departmental Examination) Rules, 2021.
- (2) They shall come into force of its publication in the *Official Gazette*.
- (3) They shall apply to persons appointed to the post of Translator/Research Assistant, Class III, in the subordinate service of Directorate of Languages by direct selection.

#### 2. Definitions.- In these rules, unless the context otherwise requires,-

- (a) “Appendix” means an Appendix appended to these rules;
- (b) “appointed date” means the date on which these rules shall come into force;
- (c) “Director General” means the Director General of the Sardar Patel Institute of Public Administration(SPIPA);
- (d) “examination” means the Departmental examination for promotion to the post of Supervisor, Class III, in subordinate service of the Directorate of Languages prescribed under these rules;
- (e) “Government” means Government of Gujarat;
- (f) “Institute” means Sardar Patel Institute of Public Administration(SPIPA), Ahmedabad;
- (g) “Specified chances” means the number of chances specified in these rules within which a person is required to pass the examination;

- (h) “Specified period” means the period specified in these rules within which a person is required to pass the examination;
- (i) “Supervisor” means the Supervisor, Class III, in the subordinate service of Directorate of Languages;
- (j) “Translator/Research Assistant” means Translator/Research Assistant, Class III, in the subordinate service of Directorate of Languages;

### **3. Requirement to pass the examination.-**

The person appointed to the post of Translator/ Research Assistant shall be required to pass the examination to be eligible for promotion to the post of Supervisor.

### **4. Eligibility to appear in the examination.-**

- (1) No person shall be eligible to appear in the examination unless he has completed three years’ service after his appointment on the post of Translator/Research Assistant.
- (2) No person shall be eligible to appear in the examination unless he has completed pre-service and passed the post-training examination for existing post or he has been exempted from the post-training examination by the competent authority, if any.

### **5. Specified chances and period for passing the examination.-**

- (1) To be eligible for promotion to the post of Supervisor, a person shall be required to pass the examination within a period of three years and within three chances from the date of his completing three years’ continuous service after his appointment on the post of Translator/Research Assistant:

Provided that a person belonging to the Scheduled Castes or Scheduled Tribes may be given one additional chance which shall have to be availed of within a period of one year from the date of declaration of the result of the examination of his third chance.

- (2) If a person fails to pass the examination referred to in these rules within the specified period and within the specified chances, he shall notwithstanding such failure, be eligible to appear at any time in the examination on payment of an examination fee as may be determined by the Government from time to time and if he passes the said examination, he shall be eligible for promotion:

Provided that a person shall not be entitled to claim seniority over those persons who have passed the examination earlier than him and have been promoted to the post of Supervisor under these rules before he became eligible for such promotion on passing examination.

### **6. Syllabus and Scheme of Examination.-**

- (1) The syllabus for examination shall be as mentioned in APPENDIX-‘A’.
- (2) The examination shall consist of five papers each of 100 (one hundred) marks.

The examination shall consist of Multiple Choice Questions (MCQs) except PAPER V which shall be descriptive.

- (3) The candidate shall be allowed to answer the questions of papers with the help of books except PAPER V which shall be required to answer without books.

**Explanation:** “With books” means original book of the subjects approved by the Government or the institute having bare Acts and/or Rules without any commentaries or case laws and includes manuals issued under the Act published or approved by the Government.

**7. Medium of examination.-**

The medium of the examination shall be Gujarati or English as per instructions given in the question paper.

**8. Holding of examination.-**

- (1) The institute shall hold the examination at least one's in a year;
- (2) The institute shall communicate the tentative programme of examination to the Directorate of Languages at least ninety days before provisional date prescribed by the Institute;
- (3) A person who desires to appear in the examination shall be required to send his application in the form as specified in 'APPENDIX-'B' to the Institute through the Directorate of languages for enlisting his name as a candidate for such examination at least sixty days prior to date of the examination;
- (4) The Directorate of languages in which the person is serving, shall scrutinize his application with regard to his eligibility for appearing in the examination and forward the same to the Institute with the Certificate of Eligibility as specified in APPENDIX-'C';
- (5) If the applicant subsequently decides not to appear in the examination, he shall give intimation thereof to the Institute through the Directorate of languages at least thirty days before the date of commencement of the examination;
- (6) If any person fails to appear in the examination after having enlisted his name as candidate without giving intimation referred in sub-rule (5), he shall be deemed to have lost one chance to pass the examination:

Provided that the Directorate of languages may condone the failure on the part of the person to give intimation referred to in sub-rule (5) and the consequences arising there from, if it is satisfied that the person has failed to give intimation within time for reasons beyond his control;

- (7) The Institute shall admit the candidate to the examination on the strength of the certificate issued by the Directorate of languages that he is eligible to appear in the examination;
- (8) The place, date and time for holding the examination shall be communicated by the Institute and the same shall be communicated to the candidates by the Directorate of languages.

**9. The Standard for passing examination.-**

- (1) The standard for passing the examination shall be fifty percent (50%) of the total marks assigned to each paper;
- (2) An unsuccessful candidate who secures sixty percent (60%) or more marks in any one or more papers shall be exempted from appearing in those papers in the subsequent examination.

**10. Result of examination.-** The Institute shall publish the result of the examination on its official website and shall forward the same to the Directorate of languages. The Directorate of languages shall intimate the result to the candidates.

**11. Rechecking of marks,-** A candidate who desires to have his marks of the examination rechecked may apply to the Director General, Sardar Patel Institute of Public Administration (SPIPA) along with such fees as may be fixed, for each paper within the period of fifteen days (15 Days) from the date of declaration of the final result of the examination.

**12. Incentive.-** The candidate who secures eighty percent (80%) or more aggregate marks in the examination in the first chance shall be paid such cash amount as an incentive as determined by the Government.

**13. Prohibition to use certain devices in the examination hall.-** No candidate shall be allowed to carry with him any electronic communication devices like cellular phone, calculator, pager, I-pad etc. in the examination hall.

**APPENDIX –‘A’***(See rule 6(1))*

Syllabus for the Departmental Examination for promotion to the post of Supervisor, Class III in the Directorate of languages.

<b>PAPER I</b>	<b>SERVICE MATTERS-1 (with Books)</b>	<b>MCQs</b>
	<b><u>MARKS-100</u></b>	<b><u>TIME DURATION-3 HOURS</u></b>
	<ol style="list-style-type: none"> <li>1. The Gujarat Civil Service Rules, 2002 (Vol. 1 to 8).</li> <li>2. The Gujarat Legislative Assembly Rules.</li> <li>3. The Gujarat Public Service Commission (Exemption from Consultation) Regulation, 1960.</li> <li>4. Performance Appraisal Report and its Guidelines.</li> <li>5. The Prevention of Corruption Act, 1988.</li> </ol>	
<b>PAPER II</b>	<b>SERVICE MATTERS-2 (with Books)</b>	<b>MCQs</b>
	<b><u>MARKS-100</u></b>	<b><u>TIME DURATION-3 HOURS</u></b>
	<ol style="list-style-type: none"> <li>1. The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.</li> <li>2. Gujarat Civil Services (Conduct) Rules, 1971.</li> <li>3. Gujarat Civil Services (Discipline and Appeal) Rules, 1971.</li> <li>4. Roster Manual (How to prepare, maintain roster register and allocation of Roster points).</li> </ol>	
<b>PAPER III</b>	<b>FINANCIAL MATTERS (with Books)</b>	<b>MCQs</b>
	<b><u>MARKS-100</u></b>	<b><u>TIME DURATION-3 HOURS</u></b>
	<ol style="list-style-type: none"> <li>1. The Gujarat Budget Manual, Part 1 &amp; 2.</li> <li>2. The Gujarat Financial Rules, 1971.</li> <li>3. The Gujarat Treasury Rules, 2000.</li> <li>4. Delegation of Financial Powers.</li> <li>5. Purchase policy of Government of Gujarat.</li> <li>6. The Bombay Contingent Expenditure Rules, 1959.</li> </ol>	
<b>PAPER IV</b>	<b>OFFICE PROCEDURE (With Books)</b>	<b>MCQs</b>
	<b><u>MARKS-100</u></b>	<b><u>TIME DURATION-3 HOURS</u></b>
	<ol style="list-style-type: none"> <li>1. Office Procedure of Heads of the Departments and offices under their administrative control. (Broad and basic provision).</li> <li>2. Rules of Business and instructions issued under it.</li> <li>3. Channel of submission.</li> <li>4. The Right to Information Act, 2005.</li> <li>5. Recruitment Rules/Examination Rules.</li> <li>6. Loksabha / Rajyasabha Questions – their types and procedure.</li> </ol>	
<b>PAPER V</b>	<b>NOTING AND DRAFTING (without Books)</b>	<b>Descriptive</b>
	<b><u>MARKS-100</u></b>	<b><u>TIME DURATION-3 HOURS</u></b>
	<ol style="list-style-type: none"> <li>1. Noting and Drafting in Gujarati and English. 20 Marks Correspondence with public and other institutions.</li> <li>2. Gujarati Grammar and word variation. 10 Marks</li> <li>3. English Grammar and Language Correction (post graduate level). 10 Marks</li> <li>4. Translation from Gujarati to English and from English to Gujarati. 10 Marks</li> <li>5. Scope of work at Directorate of languages. 30 Marks (Examination, Refresher Classes, Translation, Publication of book etc, Translation of budget related work, Translation of Hon. Governor and Hon. Finance Minister speech, Translation of CAG and other government Report, Rules, manual etc.).</li> <li>6. Different types of Government order, its utilization and importance 10 Marks (GR, Notification, Circular, Resolution, Officer Order, Memorandum etc.).</li> <li>7. Words and phrases used in administration. 10 Marks</li> </ol>	

**APPENDIX – ‘B’***(See rule 8 (3))***Form of Application**

Application for appearing in the Departmental Examination for promotion to the post of Supervisor, Class III, in the subordinate service of Directorate of Languages.

1	Applicant's Name in Full: (Surname First) (In English and Gujarati)	
2	Designation (In English and Gujarati)	
3	Name of the office in which at present serving:	
4	Birth Date and age at the time of this examination:	
5	Date of Appointment and total years of services:	
6	Whether the applicant had appeared at the examination previously? If so,- (a) Month and year of examination in which he appeared; (b) Whether any exemption is earned? If so, provide details of marks, year of examination and subject; (c) Whether the applicant intends to avail of exemption earned? State 'yes' or 'no' (The choice shall be treated as final and no change shall be allowed)	
7	Authority or the Rule under which the applicant has to appear for the examination:	
8	Number of the chances and time limit within which the applicant is required to pass the examination: (Date of eligibility and date of expiry of the period for appearing at the examination should be mentioned)	
9	Number of chances exhausted:	
10	Whether additional chance has been granted? Number and date of order under which the additional chance has been granted to the applicant should be specified and a copy thereof should be sent.	
11	Purpose of passing examination (Confirmation, retention in government service, promotion) etc.	
12	Whether the applicant is eligible to appear at the examination according to rule of the Departmental Examination:	
13	Number and date of orders relaxing age and/or service limit from competent authority (copies or orders should be attached)	
14	Remarks, if any:	

Place:

(Signature of Applicant)

Date:

**APPENDIX – ‘C’**  
(See rule 8(4))

**CERTIFICATE OF ELIGIBILITY**

Certified that –

- (1) The above particular are verified and found correct.  
Shri/Smt./Kumari.....is eligible to appear at the Departmental Examination for promotion to the post of Supervisor, Class III in the subordinate service of Directorate of Languages to be held in.....
- (2) \*Necessary fee is paid; copy of challan is attached herewith.
- (3) \*Candidate is granted additional chance; a copy of order is attached.

Place:

Date:

Department:

Signature of Director of Languages

\*Strike out whichever is not applicable.

By order and in the name of the Governor of Gujarat,

**S. K. HUDDA**

Deputy Secretary to Government.

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